

BINGO SESSION RECONCILIATION SUMMARY

Form 103

Organization Name _____ Date of Session _____

Bingo Manager must complete and sign form within 48 hours of game.
certify this form is complete and accurate, to the best of my knowledge.

I _____
Date Signed: _____

Printed name _____

Signature _____

Bingo Manager

Bingo Manager

1. TOTAL ATTENDANCE THIS SESSION _____

2. BEGINNING CASH ON HAND (change fund) _____

RECEIPTS: (Gross Receipts include all Discounts and Coupons)

3. Bingo Game Paper Sales:

a. Bingo Counter Sales (Form104A) _____

b. Bingo Floor Sales (Form104B) _____

c. Decision Bingo Sales (Form104C) _____

d. Total Paper Sales (Add lines 3a through 3c) \$ -

4. Electronic Bingo Devices (Attach computer printouts) _____

5. Instant Bingo/Seal Card Sales (Form 105) _____

6. Treasure Chests/Raffle Sales (Form 104D) _____

7. Miscellaneous Sales (Daubers, wands, cushions) _____

8. Total Gross Receipts for Session (Add lines 3d+4 + 5 + 6 +7) \$ -

9. Less Discounts Given _____

10. Total Adjusted Receipts for Session (Line 8 minus Line 9) \$ -

11. Add Prizes Paid by Check _____

12. Total Funds to Account for (1 (Add lines 2 + 10 + 11) \$ -

Information Entries:	Counter Sales	Floor Sales	Electronic Sales	Total Sales
Winner-Take-All	_____	_____	_____	\$ -
Lucky Seven	_____	_____	_____	\$ -

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13.	Bingo Game Prizes:	<i>(Cash & Checks)</i>	
a.	Regular, Special, Jackpot Bingo Prizes		_____
b.	Winner-Take-All Prize		_____
c.	Lucky Seven Prize		_____
d.	Decision Bingo Prizes		_____
e.	Total Bingo Game Prizes	<i>(Add lines 13a through 13d)</i>	\$ _____ -
14.	Instant Bingo/Seal Cards/Progressive Prizes	<i>(Form 105)</i>	_____
15.	Treasure Chests/Raffle Prizes	<i>(Form 104D)</i>	_____
16.	Door Prizes		_____
a.	Cash Prizes		_____
b.	Coupons Redeemed		_____
c.	Total Door Prizes	<i>(Add lines 16a + 16b)</i>	\$ _____ -
17.	Total Prizes Awarded	<i>(Add lines 13e + 14 + 15 + 16c)</i>	\$ _____ -
18.	Food for Bingo Volunteers		_____
19.	Total Disbursements	<i>(Add line 17 + 18)</i>	\$ _____ -

20.	Total Cash to Account For	(Line 12 minus Line 19)	\$	-
21.	Ending Cash on Hand (including Change Fund)			
22.	Overage or <Shortage>	It is shortage if Line 20 is greater than Line 21. It is overage if Line 21 is greater than Line 20.	(Line 21 minus Line 20)	\$ -
23.	Amount withheld for Change Fund		\$	-
24.	Deposit to Bank (Attach bank validated deposit slip to this form)	(Line 21 minus Line 23)	\$	-

	Begin Balance	Additions	Payouts	Carry over Balance
Treasure Chest				\$ -
Instant Progressive				\$ -
Lucky Seven				\$ -